



❖ CAREER EXECUTIVE ASSIGNMENT ❖

EXAMINATION ANNOUNCEMENT

Department: Water Resources
Position Title: Emergency Program Manager, (Level B)
Salary Range: \$8,594 - \$10,237
Final Filing Date: April 11, 2014

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, serves as the Department's Emergency Program Manager. Develops and implements a Department-wide emergency management program consistent with the California Emergency Services Act, the Department's Administrative Orders and current Water Resources Engineering Memorandums 8 and 63. This position is required to meet the Department's public safety mission and serves as the lead for coordinating the Department's emergency response to unplanned events including flood, critical water shortage, and domestic disturbance security events. Leads the updates of the Department's strategic and tactical emergency response plans, including the Emergency Response Plan, Business Resumption Plan, critical water shortage and flood emergency plans by developing policies, procedures, and tools for Department managers and staff to use to implement these plans. Leads and coordinates the Department's multi-agency emergency response activities with other key federal, State, and local emergency response agencies. Represents the department at the State Operations Center, Regional Emergency operations Center(s) and State-Federal Emergency Operations Centers during emergency events and exercises, by communicating the Department's relevant policies and priorities.

EXAMINATION INFORMATION:

The examination process will consist of an Application and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. **The results of this examination will be used to fill the Emergency Program Manager position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. Each candidate will be ranked competitively and notified of their results.**

Applicants should take special care in accurately and completely filling out a Standard State Application (STD. 678). Resumes may be attached to the application. The **"Statement of Qualifications" shall not exceed two pages in length.** It should describe a candidate's experience, knowledge, and abilities relative to the desirable qualifications of the Emergency Program Manager position. **Specific examples must be provided.** The Statement of Qualifications shall be typed in 12-point font with standard margins. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Resumes and/or cover letters do not take the place of a Statement of Qualifications. Applicants who fail to submit a Standard State Application (STD. 678), and a Statement of Qualifications will be eliminated from this examination process. A copy of the DD214 or other official discharge documents must be submitted if qualifying under Pattern IV.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.

(2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

DESIRABLE QUALIFICATIONS:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- A. Demonstrated extensive knowledge and understanding of the principles and practices of emergency planning response operations.
- B. Demonstrated extensive knowledge of the measurement and technical analysis of California's hydrology, water shortage, flood management and emergency management systems.
- C. Demonstrated extensive ability to work under emergency conditions, demonstrating effective communication, negotiation, and well-developed interpersonal skills.
- D. Demonstrated ability to critically evaluate problems, propose alternatives, design and implement solutions, and take effective action.
- E. Demonstrated ability to successfully plan, research, develop, and implement policy and procedures, especially those related to emergency preparedness and response.
- F. Demonstrated ability to confer with executive management, managers, supervisors, program safety representatives, public, Federal, and State agencies, including the Governor's Office.

HOW TO APPLY:

All interested applicants must submit a Standard State Application (STD. 678) and a two-page "Statement of Qualifications" to the attention of Elaine Hall, Department of Water Resources, P.O. Box 942836, 1416 9th Street, Sacramento, CA 94236-0001. Applications and Statement of Qualifications must be received in our office by **4:30 p.m.** on the final filing date, **April 11, 2014**. Applications must have an original signature. Faxed or emailed applications will not be accepted for any reason. **Applicants who fail to submit an Application and Statement of Qualifications will be eliminated from the examination.** It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin.

Questions concerning this examination process should be directed to Elaine Hall, Manager, Selection Services at (916) 653-7807.

**California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD Telephones 1-800-735-2929
From Voice Telephones: 1-800-735-2922**